



APPLICATION FOR FIRE PERMIT FOR SPECIAL EVENT

Newport Beach Fire Department Life Safety Services
3300 Newport Blvd, Newport Beach, CA 92658
(949) 644-3106 Fax (949) 644-3120

Permit valid once stamped and
signed by Fire Department
representative.

APPLICANT INFORMATION IF BUSINESS

Business Name:

Address:

Phone:

Email:

Contact Name:

APPLICANT INFORMATION IF NON-BUSINESS

Applicant Name:

Address:

Phone:

Email:

Contact Name:

EVENT INFORMATION

Event Name:

Event Address:

Event Date:

Event Time:

No of Attendees:

SPECIAL EVENT PERMIT INFORMATION

(A site plan is required for all permits, except candle permits. Fee applies to each individual Permit as marked below)

☐ **Tents and Membrane Structures**

Size of tent(s) _____

In excess of 400 sq ft with sides or 700 sq ft without sides Site plan required to include the following: ► Square Footage of canopy, tent or membrane structure ► Number of Tent Walls ► Location of Exits (include size, type, etc.) ► Location of Fire Extinguishers (minimum 2-A: 10-B:C) with current service tag ► "No Smoking" signs ► Diagram for interior including location of chairs, tables, merchandise ► Occupant load for event. Use 15 square feet per person for events with tables and chairs. Use seven square feet per person for events without tables and chairs. An approved occupant load will be listed as a requirement of permit when issued.

☐ **Liquefied Petroleum Gas (LP-gas)**

Size of tank(s) _____ Quantity of tanks _____

► Site plan required showing location of cooking or heating equipment and structures

► **Weeds, grass, brush, trash, and other combustible materials shall be kept a minimum of 10 feet from LP-gas tanks**

☐ **Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings**

Quantity of vehicles _____

► Diagram required of interior including location of chairs, tables, vehicles and location of exits.

☐ **Candles & Open Flames in Assembly Areas**

Quantity of candles _____ Annual Permit Expiration Date _____

► **Arrangements to be secured together as one unit, trim wicks to reduce flame height and ensure conditions are followed**

☐ **Other (specify)**

SPECIAL EVENT FEES

☐ \$51.00 - Candle

☐ \$195.00 - Per Individual Permit as marked above *(excludes candle)*

☐ \$240.00 - Pre-Event Inspection @ 1 hr minimum

☐ \$530.00 - Weekend or Holiday Inspection Base Fee
@ 2 hour minimum and \$180.00 per hour thereafter

☐ \$162.00 - Candles Annual Fee

☐ \$195.00 - Special Event Review

☐ \$290.00 - Inspection Off Hours

☐ \$390.00 - Expedite Review

OFFICE USE ONLY

☐ **Inspection Required**

☐ **Special Conditions of Permit Apply, ^{**}(See Attached)**

INVOICE NO: FS5400

CUSTOMER NO:

. If business sold, or if quantities or processes change, a new Permit is required.